



Range: SG-11
FLSA: Exempt
Date: May 2, 2018

SUSTAINABILITY COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Coordinates the City's Sustainability Program including planning, organizing, and coordinating programs projects and initiatives aimed at reducing negative impacts to the environment and promoting long term sustainability.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager or designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Manages, coordinates, facilitates, and advises the development, implementation, monitoring, and improvement of local government policies, programs, and initiatives that promote local environmental, economic, and socio-cultural sustainability.
2. Collects and reports data on key indicators.
3. Develops strategic plans, goals, objectives, actions and measurable outcomes sufficient to guide and report progress.
4. Analyzes best practices to reduce greenhouse emissions, reduce waste and resource use promote health of natural systems.
5. Oversees development of community education programs on sustainable practices, including energy conservation, alternative energy, waste diversion and reduction, local food production, and business efficiency programs.
6. Assesses, modifies, and oversees current organizational sustainability goals and strategies.
7. Provides technical assistance to internal and external stakeholders by determining best practices in resource conservation, energy efficiency, renewable energy, open space, community agriculture, climate management as suited for the municipal organization and the Sedona community.
8. Ensures compliance with all applicable federal, state, and local codes, laws, rules, regulations, standards, policies and procedures.
9. Coordinates activities with departments that accomplish all levels of conservation, solid waste recycling, green building, resource and water conservation, greenhouse gas reduction, government funding, and environmental reporting metrics.
10. Represents the City at environmental meetings and negotiates environmental permit conditions with federal, state and local agencies.

11. Serves as a facilitator who works with boards, commissions, committees, or other governing boards to develop strategic direction.
12. Identifies, reviews, and assesses the City departments' current sustainability services and programs. Recommends strategies, programs and technologies to maintain compliance with existing regulations.
13. Develops Standard Operating Procedures for various environmental compliance functions.
14. Maintains awareness of new technologies, methods, trends and advances in the profession.
15. Prepares and monitors division budget.
16. Serves as Staff Liaison to various sustainability community-based organizations and groups, representing and reporting back to the City Manager's Office.
17. Presents training to employees and elected officials regarding best practices relating to sustainability.
18. Maintains or performs website content function within assigned role.
19. Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of biological and chemical processes relating to storm water quality, air quality, and environmental sustainability.
- Safety and occupational health laws, regulations, principles, theories, practices, and procedures.
- Sustainability concepts and practices.
- Carbon footprint analysis.
- Recycling systems and programs.
- Native habitat restoration.
- City of Sedona organization, mission, policies, and structure.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. Any typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in environmental management preferred.
Familiarity with STAR Communities or other sustainability framework.

Training:

Bachelor's Degree in Business Administration, Environmental Engineering, Biology, Biochemistry, Chemistry, Microbiology, Environmental Science, or a closely related field.

Licenses:

Valid Arizona Operator's Driver's License at time of hire.
An International Society of Sustainability Professionals certificate, or similar, is desirable.

WORKING CONDITIONS

Environmental Conditions:

Indoor office work with occasional attendance at various events and activities in possible inclement weather.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition

necessary for sitting for prolonged periods of time and working closely with others. Ability to walk up and down stairs, hills and off-road areas; ability to reach overhead, lift, bend, kneel and lift 25 lbs.